

## Message

**From:** Berkoff, Michael [berkoff.michael@epa.gov]  
**Sent:** 3/6/2013 1:54:26 AM  
**To:** Frey, Rebecca [frey.rebecca@epa.gov]; Saric, James [saric.james@epa.gov]; Carlson, Janet [carlson.janet@epa.gov]; Tanaka, Joan [tanaka.joan@epa.gov]  
**Subject:** RE: Preparation for meeting with Kalamazoo

All  
 Given everyone's availability, it looks like Tuesday is the day that we should head to Kalamazoo to meet with the mayor. I am going to ask Bruce to schedule us from 1-3 (in case we run long).  
 Thanks,  
 Michael

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**From:** Frey, Rebecca  
**Sent:** Tuesday, March 05, 2013 11:03 AM  
**To:** Saric, James; Carlson, Janet; Berkoff, Michael; Tanaka, Joan  
**Subject:** RE: Preparation for meeting with Kalamazoo

I'm available most days next week – the only exception is that I have a doctor's appointment on Monday morning that was very hard to schedule. My appointment is downtown, at Northwestern, at 9:15a, so should be done by 10:15 or 10:30a. I could hustle back to the office and we could leave by 11a, getting us to K'Zoo in time for a 3p eastern meeting. All other days are ok with me.

Becky Frey  
 Chief, Remedial Response Section #3  
 Superfund Division  
 EPA Region 5  
 312-886-4760  
 frey.rebecca@epa.gov

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**From:** Saric, James  
**Sent:** Tuesday, March 05, 2013 8:54 AM  
**To:** Carlson, Janet; Berkoff, Michael; Tanaka, Joan; Frey, Rebecca  
**Subject:** RE: Preparation for meeting with Kalamazoo

I am available Monday through Thursday of next week.

I imagine we want to be able to do this on the same day travel. You have to allow 3 hours for travel time to K-zoo. If we leave at 7 am central that doesn't put us in K-zoo until 11 am eastern. So a meeting time of 1 pm may be best. Therefore, Monday or Tuesday is the best fit. We could do Thursday, but the Mayor only has one hour, and although I am not sure if we will need more time, but if we did, I would hate to have our time cut short.

Jim

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**From:** Carlson, Janet  
**Sent:** Tuesday, March 05, 2013 8:41 AM  
**To:** Berkoff, Michael; Tanaka, Joan; Saric, James; Frey, Rebecca  
**Subject:** RE: Preparation for meeting with Kalamazoo

I am available on all days except Wednesday, march 13.

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**From:** Berkoff, Michael  
**Sent:** Tuesday, March 05, 2013 8:38 AM  
**To:** Carlson, Janet; Tanaka, Joan; Saric, James; Frey, Rebecca  
**Subject:** RE: Preparation for meeting with Kalamazoo

All,  
 These are the Mayor's available times next week. Please let me know if any of them work for you. I have also asked for times the following week in case these are not good for all of us. Monday or Tuesday would be our best times. I am going to try and reschedule our premeeting for this Thursday.  
 The week of March 11<sup>th</sup>, the Mayor's availability are:

- Mon, March 11 – 3 to 5
- Tue, March 12 – Anytime
- Wed, March 13 – 8 to Noon
- Thu, March 14 – 8 to 9:30 and 1 to 2
- Fri, March 15 – 2:30 to 5

Thank you,  
 Michael

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**From:** Berkoff, Michael  
**Sent:** Tuesday, March 05, 2013 8:10 AM  
**To:** Carlson, Janet; Muhtsun, Ruth; Tanaka, Joan; Saric, James; Frey, Rebecca  
**Subject:** RE: Preparation for meeting with Kalamazoo

All,  
 I need to reschedule the meeting. My nanny canceled, and I am home with my son. Sorry about that. I will look to find a time for us later this week, hopefully Thursday.  
 Thank you,  
 Michael

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**From:** Carlson, Janet  
**Sent:** Tuesday, March 05, 2013 8:06 AM  
**To:** Berkoff, Michael; Muhtsun, Ruth; Tanaka, Joan; Saric, James; Frey, Rebecca  
**Subject:** RE: Preparation for meeting with Kalamazoo

I am in the office today --- are the "office" folks meeting in Joan's office?

Thanks  
 Jan

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**From:** Berkoff, Michael  
**Sent:** Monday, March 04, 2013 4:26 PM  
**To:** Muhtsun, Ruth; Tanaka, Joan; Saric, James; Frey, Rebecca; Carlson, Janet  
**Subject:** RE: Preparation for meeting with Kalamazoo

Ruth,  
 Thank you for taking care of this. I appreciate you taking the initiative to do so.  
 Michael

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**From:** Muhtsun, Ruth  
**Sent:** Monday, March 04, 2013 4:23 PM

**To:** Tanaka, Joan; Berkoff, Michael; Saric, James; Frey, Rebecca; Carlson, Janet  
**Subject:** RE: Preparation for meeting with Kalamazoo

Joan,

All three lines are reserved for the date and time noted below. I was able to get a hold a free line that is available for this instance. The info is:

Dial-in number: (877) 226-9607

Conference Code: 7334889360

Leader PIN: 1908

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**From:** Tanaka, Joan  
**Sent:** Monday, March 04, 2013 4:06 PM  
**To:** Berkoff, Michael; Saric, James; Frey, Rebecca; Carlson, Janet  
**Cc:** Muhtsun, Ruth  
**Subject:** RE: Preparation for meeting with Kalamazoo

Michael,

Becky is working at home tomorrow, and others may as well due to potential snow storm. Can you please set up a conference line for our call tomorrow? Thanks.

-----Original Appointment-----

**From:** Berkoff, Michael  
**Sent:** Thursday, February 21, 2013 5:23 PM  
**To:** Berkoff, Michael; Saric, James; Frey, Rebecca; Tanaka, Joan; Carlson, Janet  
**Subject:** Preparartion for meeting with Kalamazoo  
**When:** Tuesday, March 05, 2013 1:30 PM-2:30 PM (UTC-06:00) Central Time (US & Canada).  
**Where:** Joan's office